



## COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING

**APPROVED**

### Curriculum Review Committee Meeting August 1, 2002 CPOST Headquarters

#### **In Attendance:**

Lt. Pietro DeSantis II, Committee Chairperson	Ms. Sally Morgan, YATC
Dr. Paul Bestolarides, Committee Member	Ms. Helen Kampmann, HCSD
Mr. Doug Peterson, Committee Member	Mr. Jim Ernest, CDC ODT
Ms. Mary McElhannon, Committee Member	Ms. Autumn Frost, CDC ODT
Ms. Merrie M. Wilson, CPOST (Recorder)	Mr. Scott Johnson, CDC ODT
Ms. Shirley Hanes, CDC Parole	Ms. Sherry West, CDC ODT
Mr. Michael Jaime, CDC Dept. Training Office	Ms. Deborah Kamara, CDC ODT
Ms. Paula French, CPOST	Mr. Michael Day, CDC ODT
Mr. James Ham, CPOST	Ms. Jeanne Ott, CPOST Consultant
Mr. Leo Wafford, ODT/SDC	Mr. David Baxter, ODT/SDC
Mr. Curtis Chadwick, ODC/SDC	Mr. Rick Winisterfer, CDC P&CSD
Mr. Mark Cook, CDC Hq/Aerojet	Mr. Jackson R. Campbell, CSU
Dr. Robert Main, ODT	Ms. Michelle Simone, ODT
Mr. Doug Ugarkovich, YACA	Ms. Kathleen Romanofski, ODT
Ms. Monique Ford, CPOST	

**Committee Member(s) Absent:** None

#### **I. Introductions**

The Curriculum Review Committee meeting was held on Thursday, August 1, 2002 at CPOST Headquarters. The Committee Chairperson, Lt. DeSantis, and recorder, Merrie M. Wilson, were present. A quorum being present, the meeting was called to order at 9:12 a.m. Introductions followed.

#### **II. Draft Minutes From Previous Meeting**

Lt. DeSantis called for corrections to the minutes of Friday, May 10, 2002 meeting. There being no corrections, Dr. Bestolarides moved, and it was seconded, that the minutes of the May 10, 2002 be approved as written. A vote was taken; the motion carried.

### III. Lesson Plan Reviews

#### CYA Supervisor's Training

##### ❖ CYA - Department Mission, Values, and Ethics

Lt. DeSantis moved to recommend Full Approval of this lesson, the motion was seconded. A vote was taken; the motion carried.

##### ❖ CYA – Health and Safety

To meet CPOST Standard #4c, the designers need to clearly state the criterion of acceptable performance; specify how well the learner must perform to be considered competent. The designers can accomplish this by deleting the words “best”, “recommended”, and “should” from Objectives 6, 9, and 15.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

##### ❖ CYA – Victim Awareness

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

##### ❖ CYA – Performance Standards

To meet CPOST Standard #4c, the designers need to clearly state the criterion of acceptable performance; specify how well the learner must perform to be considered competent. The designers can accomplish this by deleting the word “should” from Objectives 9, and 10.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

##### ❖ CYA – Analyzing Your Strengths

After brief discussions relating to issues with the lesson plan it was withdrawn.

##### ❖ CYA – Management of Stress

To meet CPOST Standard #4f, the designers must align the criteria from the objectives to the checklist.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

##### ❖ CYA – Conflict Resolution

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **CYA – Leadership Skills**

To meet CPOST Standard #4c, the designers need to include a statement of performance; clearly specify what the learner is expected to be able to do and/or produce to be considered competent. For example: Objectives 1 and 2: Length? How many (minimum) techniques? Objectives 3 and 4: How many (minimum) examples? To meet CPOST Standard #4f, the designers need to align the performance measures to the learning objectives.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

**YATC Lesson Plans**

❖ **Management of Assaultive Behavior**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Disciplinary Decision Making System**

To meet CPOST Standard #4c, the designers must clearly state the criterion of acceptable performance for Objective #7. The designers can accomplish this can be accomplished by rewording the objective and deleting the word ‘appropriately’. To meet CPOST Standard #4f, the designers need to include an additional distracter in test questions 17-21.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Orientation to the Basic Academy: Module II**

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan pending CCPOA review; motion was seconded. A vote was taken and the motion passed.

❖ **Department Mission and Values**

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan pending CCPOA review; motion was seconded. A vote was taken and the motion passed.

❖ **Special Treatment Needs**

To meet CPOST Standard #4c, the designers need to include a statement of criterion for Objectives 1 and 2. To meet CPOST Standard #4f, designers must assure that performance

measures are used to assess whether learning objectives have actually been accomplished as a result of instruction and that they align with Learning Objectives 1 and 2.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

### **CDC Lesson Plans**

#### **❖ Inmate Classification Score System**

To meet CPOST Standard #5, the designers must assure all course curricula includes provisions to ensure safety if the course involves manipulative skills training.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

#### **❖ Hydro-Force Water Restraint System**

This lesson plan was withdrawn.

#### **❖ Electrified Fence Certification**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

#### **❖ Digital Unclothed Body Search**

After brief discussions relating to issues with the lesson plan it was withdrawn.

#### **❖ Inmate Medical Services Phase I Training for Custody Staff**

To meet CPOST Standard #4f, the designers must correct errors with test question #1 (2-C), and align test questions #20-23 to the objective (content is four steps yet only two are tested).

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

#### **❖ Orientation to Advance Supervision**

After brief discussions relating to issues with the lesson plan it was withdrawn.

### **CDC Supervisory**

#### **❖ Employee Assistance Program (Basic Supervision)**

After brief discussions relating to issues with the lesson plan it was withdrawn.

#### **❖ Ethics and Values (Basic Supervision)**

To meet CPOST Standard #3, the designers must submit a schedule of the classes for the Basic Supervision Academy. To meet CPOST Standard #4c, the designers must include how each student will be evaluated on an individual basis. To meet CPOST Standard #4f, the designers must include a measurement tool to ensure each student has accomplished the objective.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Escape Prevention (Lieutenant's Academy Version)**

To meet CPOST Standard #3, the designers must submit a schedule of the classes for the Lieutenant's Academy. To meet CPOST Standard #4b, the goal must align between the cover page and the lesson plan. To meet CPOST Standard #4c, the designers must include how each student will be evaluated on an individual basis. To meet CPOST Standard #4f, the designers must include a measurement tool to ensure each student has accomplished the objective.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Interim Emergency Operation Commander (Lieutenant's Academy Course)**

This lesson plan was tabled until the next meeting, Tuesday, August 27, 2002.

**BCOA Lesson Plans**

❖ **Stress Management II**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Health Care in the Correctional Environment**

This lesson plan has been tabled until the next meeting, Tuesday, August 27, 2002.

❖ **Staff Rights, Responsibilities, and Expectations**

This lesson plan has been tabled until the next meeting, Tuesday, August 27, 2002.

❖ **Radio Communication and Alarm Device**

After brief discussions relating to issues with the lesson plan it was withdrawn.

❖ **Escape Prevention**

After brief discussions relating to issues with the lesson plan it was withdrawn.

❖ **Inmate-Staff Relations**

After brief discussions relating to issues with the lesson plan it was withdrawn.

❖ **Introduction to Report Writing I**

To meet CPOST Standards #2, the designers must insert the correct courses as prerequisites. To meet CPOST Standard #4c, the designers must align the objectives between the cover page, the content, and the workbook. To meet CPOST Standard #4e, the designers must determine if the quiz is going to be scored and what impact it will have on the cadets overall score. To meet CPOST Standard #5, 6, and 7, the designers must insert the correct phrase for Safety Standards, Instructor Qualifications, and Course Evaluations.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Firearms Familiarization**

This lesson plan has been tabled until the next meeting, Tuesday, August 27, 2002.

❖ **Introduction to Chemical Agents**

To meet CPOST Standards #4f, the designers must align the criterion for the objectives to the test items. To meet CPOST Standard #6 and 7 the designers must insert the correct phrase for the Instructor Qualifications and the Course Evaluations.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Supervision of Inmates I**

After brief discussions relating to issues with the lesson plan it was withdrawn.

❖ **Supervision of Inmates II**

After brief discussions relating to issues with the lesson plan it was withdrawn.

❖ **Use of Force**

After brief discussions relating to issues with the lesson plan it was withdrawn.

❖ **Application of Restraint Gear**

After brief discussions relating to issues with the lesson plan it was withdrawn.

❖ **Supervision of Inmates III**

This lesson plan has been tabled until the next meeting, Tuesday, August 27, 2002.

**CDC – P&CSD**

❖ **Armstrong v. Davis Board of Prison Terms**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Orientation to Apprenticeship Program**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

**IV. CORRECTED COPIES**

**YATC**

Lt. DeSantis moved to recommend Full Approval of the following corrected copies; the motion was seconded. A vote was taken; the motion carried.

- ❖ *Casework: Classification*
- ❖ *Defense Mechanisms*
- ❖ *Suicide Prevention, Assessment & Response (SPAR)*
- ❖ *Commitment Process*
- ❖ *Staff to Staff Interaction*
- ❖ *Casework: Intake to Discharge*
- ❖ *Movement Simulation*
- ❖ *Anger Management (Instructor Qualifications)*
- ❖ *Basic English (Instructor Qualifications)*
- ❖ *Baton (Instructor Qualifications)*
- ❖ *Canine Assistance (Instructor Qualifications)*
- ❖ *Casework: Classification (Instructor Qualifications)*
- ❖ *Casework: Intake to Discharge (Instructor Qualifications)*
- ❖ *Casework: Offender Files (Instructor Qualifications)*
- ❖ *Casework: Referrals (Instructor Qualifications)*
- ❖ *Casework: Special Case Requirement Notification (Instructor Qualifications)*
- ❖ *Child Abuse Laws (Instructor Qualifications)*
- ❖ *Commitment Process (Instructor Qualifications)*
- ❖ *Community Relations (Instructor Qualifications)*
- ❖ *Community Resources (Instructor Qualifications)*
- ❖ *Conflict Resolution (Instructor Qualifications)*
- ❖ *Contraband (Instructor Qualifications)*
- ❖ *Court Appearances (Instructor Qualifications)*
- ❖ *Cultural Diversity (Instructor Qualifications)*
- ❖ *DDMS (Instructor Qualifications)*
- ❖ *Defense Mechanisms (Instructor Qualifications)*
- ❖ *Defensive Driving (Instructor Qualifications)*
- ❖ *Department Mission and Values (Instructor Qualifications)*
- ❖ *Dialogue (Instructor Qualifications)*
- ❖ *Discretionary Decision Making (Instructor Qualifications)*
- ❖ *Drug and Alcohol ID Control (Instructor Qualifications)*
- ❖ *Ethics and Professionalism (Instructor Qualifications)*
- ❖ *Facility Communication (Instructor Qualifications)*
- ❖ *Facility Count Procedure (Instructor Qualifications)*
- ❖ *Facility Count Simulation (Instructor Qualifications)*

- ❖ *Facility Forms (Instructor Qualifications)*
- ❖ *Facility Operations (Instructor Qualifications)*
- ❖ *Female Offenders (Instructor Qualifications)*
- ❖ *Field Practicum (Instructor Qualifications)*
- ❖ *Field Visits (Instructor Qualifications)*
- ❖ *Firearms (Instructor Qualifications)*
- ❖ *Fire Safety (Instructor Qualifications)*
- ❖ *Gang Awareness: Mod I (Instructor Qualifications)*
- ❖ *Gang Awareness: Mod II (Instructor Qualifications)*
- ❖ *Group Dynamics (Instructor Qualifications)*
- ❖ *Handling Violent Offenders (Instructor Qualifications)*
- ❖ *Hostage management (Instructor Qualifications)*
- ❖ *IEP (Instructor Qualifications)*
- ❖ *Internal Investigations (Instructor Qualifications)*
- ❖ *Interviewing (Instructor Qualifications)*
- ❖ *Introduction to Treatment (Instructor Qualifications)*
- ❖ *Inventory/Key and Equipment Accounting (Instructor Qualifications)*
- ❖ *Large and Small Group Module I (Instructor Qualifications)*
- ❖ *Large and Small Group Module II (Instructor Qualifications)*
- ❖ *Laws of Evidence (Instructor Qualifications)*
- ❖ *Legal (Instructor Qualifications)*
- ❖ *Mail Policy and Procedures (Instructor Qualifications)*
- ❖ *Medications (Instructor Qualifications)*
- ❖ *Mentoring (Instructor Qualifications)*
- ❖ *Movement Simulation (Instructor Qualifications)*
- ❖ *Multi-Hazard Response (Instructor Qualifications)*
- ❖ *Offender Grievance Procedure (Instructor Qualifications)*
- ❖ *Offender Supervision Module I (Instructor Qualifications)*
- ❖ *Offender Supervision Module II (Instructor Qualifications)*
- ❖ *Offenders with Special Needs, Modules I-IV (Instructor Qualifications)*
- ❖ *Orientation Module I (Instructor Qualifications)*
- ❖ *Orientation Module II (Instructor Qualifications)*
- ❖ *Overview of Juvenile Justice (Instructor Qualifications)*
- ❖ *Overview of Public Service (Instructor Qualifications)*
- ❖ *Peer Relations (Instructor Qualifications)*
- ❖ *Photographing and Fingerprinting (Instructor Qualifications)*
- ❖ *POBOR (Instructor Qualifications)*
- ❖ *Prevention Strategies and Tactics: Mod I (Instructor Qualifications)*
- ❖ *Prevention Strategies and Tactics: Mod II (Instructor Qualifications)*
- ❖ *Public, Press and the Media (Instructor Qualifications)*
- ❖ *Restorative Justice (Instructor Qualifications)*
- ❖ *Sexual Harassment Prevention (Instructor Qualifications)*
- ❖ *Sexual Misconduct (Instructor Qualifications)*
- ❖ *Staff to Staff Interaction (Instructor Qualifications)*
- ❖ *Stress Management (Instructor Qualifications)*
- ❖ *Suicide Prevention and Response (Instructor Qualifications)*
- ❖ *Time Management (Instructor Qualifications)*
- ❖ *Treatment Modalities Module I (Instructor Qualifications)*
- ❖ *Treatment Modalities Module II (Instructor Qualifications)*
- ❖ *Treatment Modalities Module III (Instructor Qualifications)*

- ❖ *Treatment Modalities Module IV (Instructor Qualifications)*
- ❖ *Verbal Communication: Staff to Offender (Instructor Qualifications)*
- ❖ *Victims of Crime (Instructor Qualifications)*
- ❖ *Workplace Health and Safety (Instructor Qualifications)*
- ❖ *Workplace Violence (Instructor Qualifications)*
- ❖ *Written Communication Module I (Instructor Qualifications)*
- ❖ *Written Communication Module II (Instructor Qualifications)*
- ❖ *Youthful Offender Parole Board (Instructor Qualifications)*

The following have been withdrawn:

- ❖ *Group Dynamics*
- ❖ *Victims of Crime*
- ❖ *Handling Violent Offenders*
- ❖ *Restorative Justice*
- ❖ *Discretionary Decision-Making*
- ❖ *Computer Skills (Instructor Qualifications)*
- ❖ *Infectious Diseases (Instructor Qualifications)*

#### **BCOA**

- ❖ **Ethics**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

- ❖ **Inmate Appeals**

After brief discussions relating to issues with the lesson plan it was withdrawn.

- ❖ **Drug Awareness**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

#### **CDC – P&CSD**

- ❖ **Laws of Search**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

- ❖ **Laws of Arrest**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

- ❖ **Armstrong Remedial Plan**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

**V. Final Copies**

**CYA**

❖ **Youth Authority Supervisors Training Testing Protocol**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

**CDC – HCSD**

❖ **Mental Health Services Delivery System (BCOA Version)**

Lt. DeSantis moved have no change to the previous Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

**CDC – P&CSD**

❖ **California Legislative Process and Update**

Lt. DeSantis moved have no change to the previous Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Sexual Violent Predators, Law, Policy and Procedures**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Parole Agent Academy Lesson Plan/Schedule Change**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

**VI. Adjournment**

There being no further business or discussion the meeting was adjourned at 3:50 p.m.

Merrie M. Wilson  
Office Technician, CPOST  
Recorder